

Minutes of the Veneta Urban Renewal Agency

December 8, 2008

Council

Present:

Chairman T. J. Brooker, Thomas Cotter, Darrell Carman, Marion Esty and Sharon Hobart-Hardin

Staff:

Ric Ingham, City Administrator; Jerri Moore, Finance Director; Brian Issa, Community Services Director; and Darci Henneman, Assistant City Recorder

1. CALL TO ORDER

Mayor Brooker called the Urban Renewal Agency meeting to order at 8:20 p.m.

2. PUBLIC COMMENT

None

3. CONSENT AGENDA

MOTION: Sharon Hobart-Hardin made a motion to approve the Consent Agenda as presented. Thomas Cotter seconded the motion.

VOTE: Marion Esty, aye; Thomas Cotter, aye; Mayor Brooker, aye; Darrell Carman, aye; Sharon Hobart-Hardin, aye.

The Consent Agenda was approved including Minutes for October 13, 2008.

Ric asked that the CDBG project summary be moved to Urban Renewal. He has been assisting with the relocation of the Tony Garcia Center and working on the CDBG grant application. He said the Council approved a CDBG application on the micro funds two years ago. He said the process is much more involved for public facilities. Staff felt providing a time-line to the Council would be more appropriate. Kristen Kelley provided the time-line as a handout and Ric reviewed it with the Agency. He said combining a senior center and food pantry in one application could qualify for up to \$800,000 in grant funds. He said the overall objective is to acquire a new facility. He said the City would contract with the Mid-Lane Community Chest to operate and be responsible for the facility.

Ric said the Fern Ridge Service Center Committee has been working for the last two years with the Community Chest to increase the number of programs being offered. He said they also have their first full time paid staff member at that facility. He said staff would like to submit an application to meet the CDBG 2009 second quarter application deadline of April 15 to June 30, 2009. He said this is an aggressive timeline. He said the City would also like to work with the Ford Family Foundation (FFF). Ric said he spoke with Tom Gallagher of the FFF and Mr. Gallagher considered the senior center/food pantry to be one of Veneta's top projects. Ric said the FFF would be willing to contribute \$300,000 to \$400,000 towards this project.

Ric said securing an architect to provide a conceptual design would be the next step in following the timeline. Ric said he and Darrell Carman discussed architectural services. He said he spoke briefly with Mr. Robertson of Robertson/Sherwood Architects about providing a full design. He said Mr. Robertson just finished a similar project in Dallas, Oregon. Ric said Mr. Robertson met with the senior citizens and he was able to complete the conceptual design for \$18,000. Ric said with a site in mind, he felt \$10,000 to \$12,000 would cover the cost of the conceptual design. He said estimated construction costs will also need to be included in the full CDBG application. Ric said this is the first step in working through the time line to meet the full CDBG grant application requirements as well as the Ford Family Foundation grant application. Staff is requesting the Council approve \$10,000 to \$12,000 to hire an architect to provide the conceptual design. He said he would then look at funding

options to secure funds and begin the RFP process to solicit and secure an architect.

Sharon asked if staff would research whether or not the CDBG grant prohibited the City from combining a senior and community center.

Ric said in order to meet the low-income CDBG criteria, 51% of all City residents must be low-income. He said we would be applying under Limited Clientele Qualification, where as, all seniors are considered of low-moderate income.

Marion Esty suggested building a community center at Territorial Park. Sharon Hobart-Hardin agreed.

Ric said the application process will be very competitive. He said if we combined the community center with the senior center, the City may not get grant funding.

In response to a comment from Darrell Carman, Ric said the CDBG process is very well laid out. He said committee members will review the process and hopefully select an architect.

In response to questions from Mayor Brooker, Ric said the \$10,000 to \$12,000 cost for the conceptual design will not be recouped from CDBG grant funds. Ric said he and Jerri discussed if there were extra funds to work with in Urban Renewal. The Personal Services/Reimbursements fund was established to hire a half-time Urban Renewal Specialist (URS). He said because of the decrease in planning and the Urban Renewal projects are taking longer to get off the ground, it was agreed to combine the URS position with Zac Moody's position, which was approved by the Council. He said we're almost halfway through this fiscal year and the City has yet to transfer any of those funds. Ric said approximately 25% of the \$47,000 budgeted are projected to be spent. Staff is requesting the Urban Renewal Agency authorize up to \$15,000 of the Personal Services/Reimbursement fund be applied to pay for architectural services.

Sharon Hobart-Hardin agreed.

Mayor Brooker said if the City isn't getting reimbursed for the architectural services, he sees no problems with using Personal Services/Reimbursement account funds.

Ric said all the work staff has done thus far can be turned over to an architect. He felt the architectural costs can be kept at a minimum.

MOTION: Sharon Hobart-Hardin made a motion to authorize \$15,000 expenditure from the personal services disbursement fund for the procurement of an architect to complete a conceptual design of a new senior center. Marion Esty seconded the motion.

Jerri Moore said she would provide the Council with a resolution for an appropriate transfer to complete the final step in the movement of funds.

In response to a question from Darrell Carman, Jerri said the \$15,000 would come out of the \$47,000 in the Personal Services/Reimbursement fund.

MOTION: Vote, 5-0.

Ric said Ken Jones is working on the draft of the property acquisition agreement. Ric said he is hopeful a special Council meeting will not be necessary for approval of the agreement. He said at this point the Urban Renewal Agency has authorized the expenditure within the budget and legal counsel to draft the agreement. Prior to the January 12, 2009 meeting, we would like to close on the property.

Mayor Brooker said it's very important that we review the agreement prior to obligating the City for funding and something happens to our partner causing us to spend funds for property that we are unable to utilize.

4. OTHER

Staff or Agency members had nothing further to add.

5. ADJOURN

Mayor Brooker adjourned the Veneta Urban Renewal Agency at 8:40 p.m.

Sharon Hobart-Hardin, Mayor

Darci Henneman, Assistant City Recorder